

EMPL – Employability Plan/FIA

When the Employability Plan or FIA (Family Investment Agreement) is negotiated with a participant, activities for a specific month are entered on this multi-page screen.

An Employability Plan/FIA must be completed for each required participant before TANF Cash benefits can be authorized. (See Process Guide, “Creating an Employability Plan/FIA.”)

EMPL		EMPLOYABILITY PLAN/FIA		11/10/04 14:13:53			
		PAGE: 01		CASE NUMBER: 000002			
PERSON NAME: GRIFFITH, ANDY				MONTH: 0105			
CLIENT POA: 01 TWO PARENT: Y		MT TANF MNTHS: 15		TOTAL HOURS: 152			
FAMILY VIOLENCE: N							
N/S/D	CODE	DESCRIPTION	START	END DT	STS	NEG HRS	CMPLY
	MAE	ACCEPT & MAINT EMPL	010105	999999	R		
	MAN	MANDATORY	010105	999999	R	12	Y
	WRC	WORC COMPONENT	010105	999999			Y
		{One comment line for OPA entered components.}					
	WEX	WORK EXPERIENCE	010105	013105		140	Y
		{Two comment lines for WoRC entered components.}					
PRINT MONTHS FROM:			TO:				
PF6=FIRST PAGE		PF7=PAGE UP	PF8=PG DOWN		NEXT POA: N		

Solid arrow = Mandatory field. Open arrow = Optional Field.

Mandatory Fields ([F1] indicates Online Help is available.)

CODE [F1]

This field is used to enter the three-character code for a component.

- ☐ OPA Section: There is room for up to 2 components.
- ☐ WoRC Section: There is room for one component on page 1. Additional WoRC participation components can be entered on page 2 of EMPL.

START – END DT

Start and End dates must be entered for each component added in the CODE fields. Note: the Start and End dates for the required components are entered automatically by TEAMS and cannot be changed. TEAMS will correct most incorrect dates that are entered, based on policy.

NEG HRS

Negotiated hours must be entered here for each component added in the CODE field. These hours reflect the number of hours that the participant is expected to complete for the time period indicated in the Start-End Date fields. This field can only be used prior to and during the benefit month (not after the benefit month), since these hours reflect a current or future expectation.

COMMENT - blank line(s) below user-assigned components

A descriptive comment is entered in the blank line beneath each "optional" activity component to provide instructions for the participant. When the Column indicator at the bottom right of the screen reaches 69, that line is full. For WoRC, additional characters may be entered on line 2. (Additional comments may be entered as a Component Note; see 'N/S/D' below.)

Optional Fields

CLIENT POA

The POA (Position On Application) number of the participant is displayed here. This field can be updated with another required participant's POA number.

FAMILY VIOLENCE

This field defaults to N, but can be changed to Y if applicable. (If the person is receiving TANF Cash extended benefits, TEAMS checks the TAEB screen to ensure the person is coded DMV or PMD.)

N/S/D

An **N** may be entered next to the desired component to add a component **note** (this accesses the CONO screen). After a component note is entered, a "*" will display. An **S** may be entered to add a **sanction** (this accesses the SAMA screen). A **D** may be entered to **delete** a component (only on the same day it was entered).

STS [F1]

This field may be used to enter a Status code for the component. Required components automatically display a Status code of R. The user may also enter C (Completed) or D (Dropped) for optional components when appropriate. (See Process Guide, "Creating an Employability Plan/FIA.") If an Employability Plan/FIA is terminated (due to closure or sanction), TEAMS inserts a Status code of I (Interrupted) on any components that have end dates of 999999.

CMPLY?

This compliance indicator defaults to Y for each component, indicating that the client is in compliance with its requirements. This can be changed to N, if desired (a message then reminds the users that a sanction is needed for that component).

PRINT MONTHS FROM: TO:

These fields can be used to print the Employability Plan/FIA for benefit months specified by the user (assuming there is an Employability Plan/FIA for each of the months). Months are entered in the '0000' fields in MMY format. To print one month, the same month is entered in both '0000' fields. This field can also be used to print future components.

NEXT POA

A 'Y' can be entered here, to navigate to the next required participant's EMPL screen.

Display Fields

CASE NUMBER

The TEAMS case number is displayed.

PERSON NAME

The case name (Primary Information person) is displayed.

MONTH

The month from EMPS is displayed here.

CLIENT POA

The POA (Position On Application) number of the participant is displayed here. This field can be updated with another required participant's POA number.

TWO PARENT

TEAMS defaults this field to Y or N, based on the circumstances of the case. This determines the number of hours that *each* adult is required to participate in Employability Plan/FIA activities per month.

MT TANF MNTHS

The *current* MT TANF timeclock count is displayed for the case as a whole (regardless of the benefit month being viewed).

DESCRIPTION

The name of each component is displayed next to its three-character code, after Enter is pressed.

TOTAL HRS

This field displays the total of all hours entered in the NEG HRS field for all components, plus 12 hours for required components. When creating a FIA, this field is updated each time the Enter key is pressed, enabling the user to see the total hours assigned thus far.

Navigation Fields and Fkeys

NEXT POA	This field defaults to N, but the user may enter Y to access the EP/FIA for the next consecutive person by POA number. Before accessing the next EP/FIA, the system verifies accuracy of the EP/FIA entries currently displayed.
F2	The F2 key returns to the last TEAMS <i>menu</i> that was accessed; however, before exiting the screen, TEAMS will verify accuracy of the EP/FIA entries currently displayed.
F3	The F3 key returns to the SYSE (System Selection) menu; however before exiting the screen, TEAMS will verify accuracy of the EP/FIA entries currently displayed.
F4	The F4 key accesses the CASU (Case Summary) screen, which lists the names, POA numbers, participation codes, etc. of all members. Pressing Enter on CASU returns to the original screen.
F5	The F5 key accesses the EMPS (Employability Plan/FIA Selection) screen and saves the entries, after verifying accuracy of the EP/FIA entries currently displayed..
F6	F6 returns to the first page of that participant's EMPL screen, and updates the Total Hours field.
F7	F7 pages backward within that participant's EMPL screens, and updates the Total Hours field.
F8	F8 pages forward within that participant's EMPL screens, and updates the Total Hours field.
F10	The F10 key accesses the CANO (Case Notes) screen.

F12 The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.

Tips on EMPL

- **WoRC Case Managers:** Remember that the Comment lines do not have word wrap. If you are running out of space (Column 69), simply tab down to the next line to begin typing the next word.